

Louisiana Believes

Student Transcript System
System Enhancements
2014-2015



Objectives

- Review STS data submissions
- Discuss STS system enhancements
- Understand updated processes for making STS system changes

Agenda

- Overview of STS Submission Options
- STS Enhancements
 - Parental Consent Flag
 - Grade T9
 - Diploma Pathways
 - Graduation Overrides
 - Jumpstart Credentials
 - Completing Submissions

Access the LEADS Portal

In order to access STS, data coordinators must login to the [LEADS Portal](#). Once logged in, users can access STS as well as download user guides.



<https://leads3.doe.louisiana.gov/pt/>

Submitting Data to STS

- There are two ways to submit data to STS:
 - Batch Upload – submission of a file
 - Online Entry – manually entering data
- This training will cover how STS enhancements work in both

Batch Upload

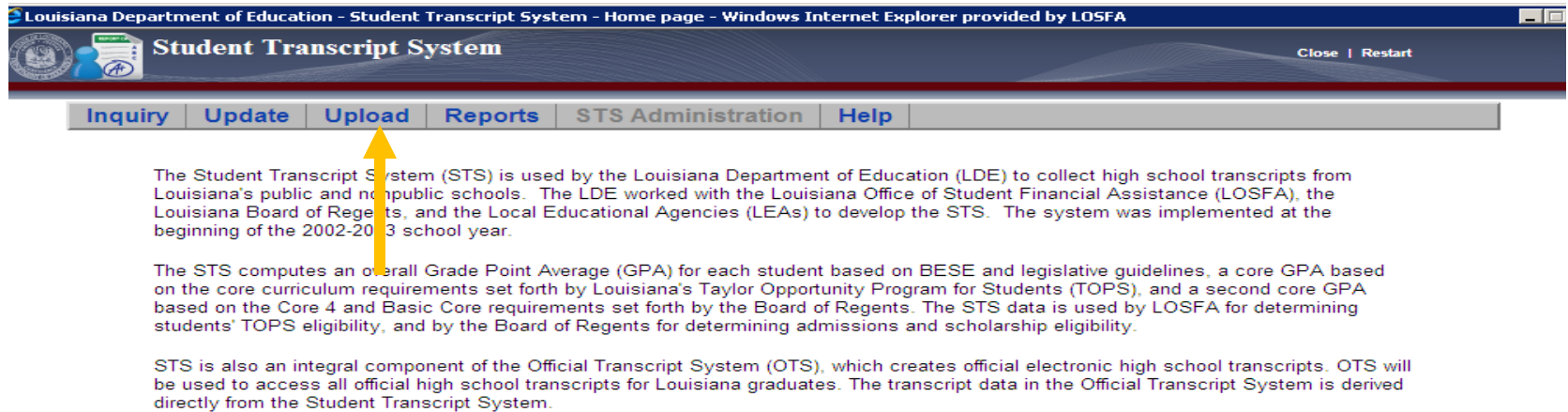
To upload data to STS, LEAs must first create a file that meets the parameters (layout) from their own internal software. Batch files are usually submitted in “.txt” format but can also be submitted in “.zip” format.

The STS User Guide explains what each field in the batch should contain along with the proper format.

| STS Student (Student data Record) | | | | | |
|-----------------------------------|--------------------------------------|--------|-------|----------------|--|
| Record: 020 | | | | | |
| Start Position | Data Element | Length | Types | Decimal Places | Description |
| 1 | System Indicator | 3 | A | 0 | Must be “STS |
| 4 | Transaction Code | 3 | A | 0 | Must be “020”. |
| 7 | Beginning School Session Year (BSSY) | 4 | N | 0 | The beginning year of the school session of data submission. For example, “2012” for the 2012-2013 school session. |
| 11 | Sponsor Code | 3 | A | 0 | Sponsor (LEA) code of district submitting transcript data via STS. |
| 14 | State Identification Number | 9 | N | 0 | Social Security Number if available. Otherwise, temporary number assigned according to LDE guidelines. |
| 23 | Local Identification Number | 9 | A | 0 | Optional. LEA-assigned student ID. |
| 32 | Site Code | 6 | A | 0 | Site code where the student is currently enrolled when transcript data is submitted. |
| 38 | Student First Name | 15 | A | 0 | Student’s legal name. |

Uploading a Batch File

Click the **Upload** button to view the Upload Options



The screenshot shows a web browser window titled "Louisiana Department of Education - Student Transcript System - Home page - Windows Internet Explorer provided by LOSFA". The page header includes the Louisiana Department of Education logo and the text "Student Transcript System" with "Close" and "Restart" links. A navigation bar contains buttons for "Inquiry", "Update", "Upload", "Reports", "STS Administration", and "Help". A yellow arrow points to the "Upload" button. Below the navigation bar, there are three paragraphs of text describing the Student Transcript System (STS).


The Student Transcript System (STS) is used by the Louisiana Department of Education (LDE) to collect high school transcripts from Louisiana's public and nonpublic schools. The LDE worked with the Louisiana Office of Student Financial Assistance (LOSFA), the Louisiana Board of Regents, and the Local Educational Agencies (LEAs) to develop the STS. The system was implemented at the beginning of the 2002-2003 school year.

The STS computes an overall Grade Point Average (GPA) for each student based on BESE and legislative guidelines, a core GPA based on the core curriculum requirements set forth by Louisiana's Taylor Opportunity Program for Students (TOPS), and a second core GPA based on the Core 4 and Basic Core requirements set forth by the Board of Regents. The STS data is used by LOSFA for determining students' TOPS eligibility, and by the Board of Regents for determining admissions and scholarship eligibility.

STS is also an integral component of the Official Transcript System (OTS), which creates official electronic high school transcripts. OTS will be used to access all official high school transcripts for Louisiana graduates. The transcript data in the Official Transcript System is derived directly from the Student Transcript System.

Batch Upload Screen

Click one of the **buttons** for the type of submission.

**Student Transcript System**Close | Restart

Site List | Inquiry | Update | Upload | Reports | STS Administration | Home | Help | Trial version. [Buy it now](#)

052 St. Tammany Parish

Beginning School Session Year: 2014

Delete all existing students? ☒ No ☐ Yes

Validate only? ☒ No ☐ Yes

File to upload:

[Upload My File Now](#) [View Upload Status](#) [View Errors](#)

[Refresh](#)

History

| Load Begin | User ID | File Size | Records | Records Matching Database | Records Affected By Errors | Records Loaded | Status | Upload End |
|------------------------|----------|-----------|---------|---------------------------|----------------------------|----------------|-------------------|------------------------|
| 12/15/2014 11:39:39 AM | apptst17 | 8484 | 1 | | | | File not accepted | 12/15/2014 11:39:39 AM |
| 12/3/2014 1:31:16 PM | apptst17 | 3037 | 15 | 0 | 15 | 0 | Complete | 12/3/2014 1:31:16 PM |
| 12/3/2014 1:30:08 PM | apptst17 | 3037 | 15 | 0 | 0 | 15 | Complete | 12/3/2014 1:30:09 PM |
| 10/30/2014 2:47:47 PM | apptst17 | 3037 | 15 | 0 | 15 | 0 | Complete | 10/30/2014 2:47:47 PM |
| 10/30/2014 2:45:25 PM | apptst17 | 3039 | 15 | 0 | 15 | 0 | Complete | 10/30/2014 2:45:26 PM |
| 10/30/2014 2:44:37 PM | apptst17 | 3037 | 15 | 0 | 0 | 15 | Complete | 10/30/2014 2:44:38 PM |

1 2 3 4 5 6

WARNING: While the File Upload is capable of processing multiple transmissions concurrently, the results of selecting a delete all students "Yes", followed by a delete all student "No" cannot be guaranteed. **It is highly recommended that one transmission be allowed to complete its processing prior to sending another file.**

Batch Upload Screen

Click **Browse** to select the file from your computer that is to be uploaded

[Site List](#) [Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#) [Trial version. Buy it now](#)

052 St. Tammany Parish

Beginning School Session Year: 2014

Delete all existing students? ☒ No ☐ Yes

Validate only? ☒ No ☐ Yes

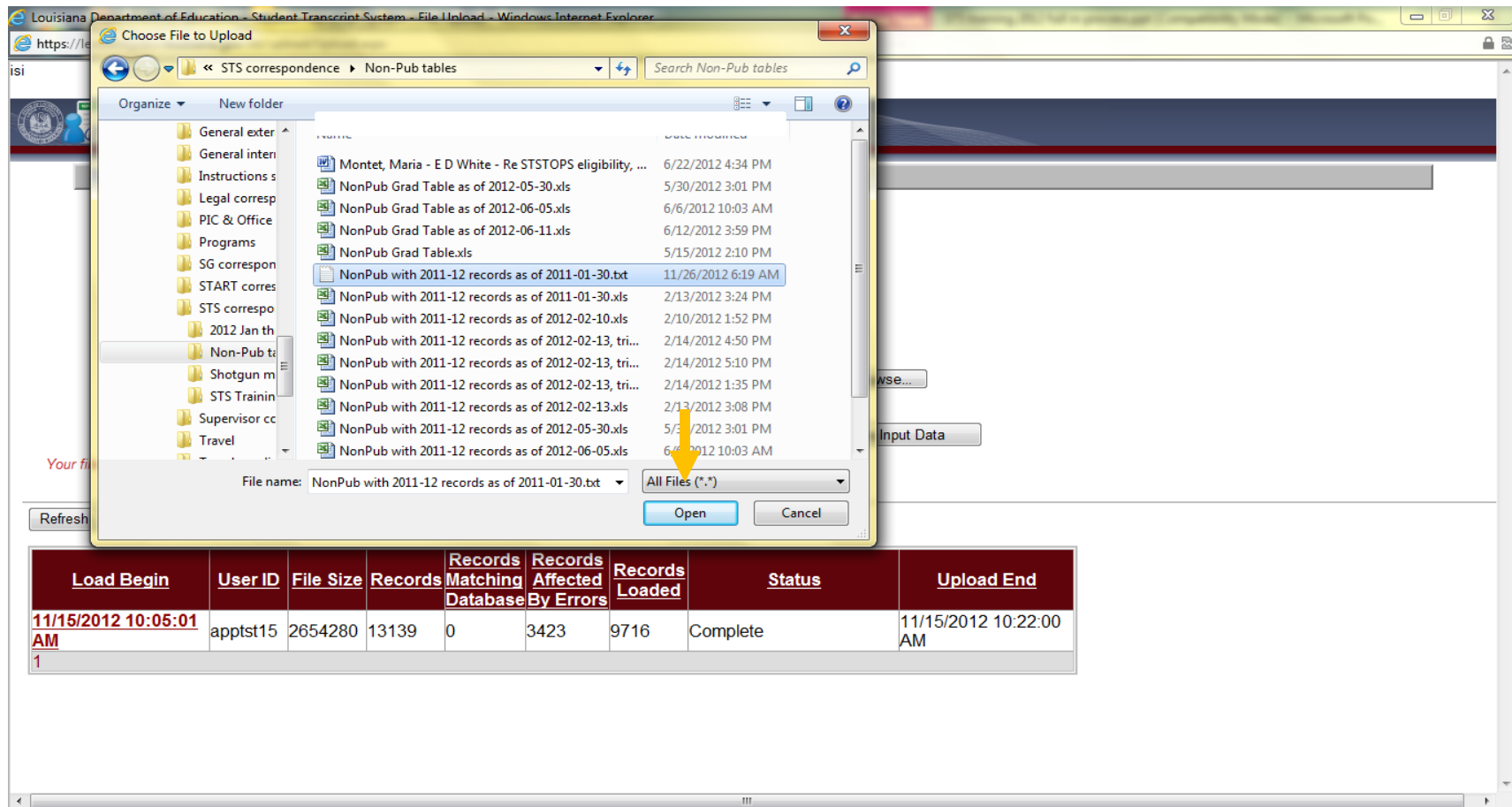
File to upload:

History

| Load Begin | User ID | File Size | Records | Records Matching Database | Records Affected By Errors | Records Loaded | Status | Upload End |
|------------------------|----------|-----------|---------|---------------------------|----------------------------|----------------|-------------------|------------------------|
| 12/15/2014 11:39:39 AM | apptst17 | 8484 | 1 | | | | File not accepted | 12/15/2014 11:39:39 AM |
| 12/3/2014 1:31:16 PM | apptst17 | 3037 | 15 | 0 | 15 | 0 | Complete | 12/3/2014 1:31:16 PM |
| 12/3/2014 1:30:08 PM | apptst17 | 3037 | 15 | 0 | 0 | 15 | Complete | 12/3/2014 1:30:09 PM |
| 10/30/2014 2:47:47 PM | apptst17 | 3037 | 15 | 0 | 15 | 0 | Complete | 10/30/2014 2:47:47 PM |

Selecting the Upload File

Select the file to be uploaded and click the **Open** button.



The screenshot shows a web browser window with the URL <https://le>. A file upload dialog box is open, titled "Choose File to Upload". The dialog shows the "Non-Pub tables" folder containing several files. The file "NonPub with 2011-12 records as of 2011-01-30.txt" is selected. An arrow points to the "Open" button. Below the dialog, a table displays upload details.

| Load Begin | User ID | File Size | Records | Records Matching Database | Records Affected By Errors | Records Loaded | Status | Upload End |
|------------------------|----------|-----------|---------|---------------------------|----------------------------|----------------|----------|------------------------|
| 11/15/2012 10:05:01 AM | apptst15 | 2654280 | 13139 | 0 | 3423 | 9716 | Complete | 11/15/2012 10:22:00 AM |

Upload a File

Click the “Upload My File Now” button

052 St. Tammany Parish

Beginning School Session Year:

Delete all existing students? ☒ No ☐ Yes

Validate only? ☒ No ☐ Yes

File to upload:

Certificate(s) upload:

Your file must be of type .txt or .zip

History

| Load Begin | User ID | File Size | Records | Records Matching Database | Records Affected By Errors | Records Loaded | Status | Upload End |
|---------------------|----------|-----------|---------|---------------------------|----------------------------|----------------|----------|---------------------|
| 1/6/2015 9:06:48 AM | apptst17 | 3038 | 15 | 0 | 15 | 0 | Complete | 1/6/2015 9:06:48 AM |
| 1/6/2015 9:04:42 AM | apptst17 | 3038 | 15 | 0 | 15 | 0 | Complete | 1/6/2015 9:04:43 AM |
| 1/6/2015 8:49:28 AM | apptst17 | 3038 | 15 | 0 | 0 | 15 | Complete | 1/6/2015 8:49:29 AM |
| 1/6/2015 7:19:10 AM | apptst17 | 18786 | 93 | 0 | 0 | 93 | Complete | 1/6/2015 7:19:13 AM |
| 1/5/2015 5:23:37 PM | apptst17 | 18786 | 93 | 0 | 0 | 93 | Complete | 1/5/2015 5:23:40 PM |
| 1/5/2015 5:23:24 PM | apptst17 | 12959 | 64 | 0 | 0 | 64 | Complete | 1/5/2015 5:23:26 PM |

1 2 3 4 5 6 7 8 9 10 ...

Upload a File

Click the **Refresh** button to update the screen.

[Site List](#) [Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)

052 St. Tammany Parish

Beginning School Session Year: 2014

Delete all existing students? ☒ No ☐ Yes

Validate only? ☒ No ☐ Yes

File to upload: [Browse...](#)

Certificate(s) upload: [Browse...](#)

[Upload My File Now](#) [View Upload Status](#) [View Errors](#) [View Input Data](#) [View Override](#)

Your data has been received and is being processed. Click the 'View Upload Status' button to monitor progress. Click the 'View Errors' button to view your error report.

[Refresh](#)

History

| Load Begin | User ID | File Size | Records | Records Matching Database | Records Affected By Errors | Records Loaded | Status | Upload End |
|---------------------|----------|-----------|---------|---------------------------------|----------------------------------|-------------------|---------------|---------------------|
| 1/6/2015 9:17:14 AM | apptst17 | 3038 | 15 | | | | File received | |
| 1/6/2015 9:06:48 AM | apptst17 | 3038 | 15 | 0 | 15 | 0 | Complete | 1/6/2015 9:06:48 AM |
| 1/6/2015 9:04:42 AM | apptst17 | 3038 | 15 | 0 | 15 | 0 | Complete | 1/6/2015 9:04:43 AM |
| 1/6/2015 8:49:28 AM | apptst17 | 3038 | 15 | 0 | 0 | 15 | Complete | 1/6/2015 8:49:29 AM |
| 1/6/2015 7:19:10 AM | apptst17 | 18786 | 93 | 0 | 0 | 93 | Complete | 1/6/2015 7:19:13 AM |
| 1/5/2015 5:23:37 PM | apptst17 | 18786 | 93 | 0 | 0 | 93 | Complete | 1/5/2015 5:23:40 PM |

1 2 3 4 5 6 7 8 9 10 ...

View Upload Status

Users can review upload status for important information:

File Not Accepted— invalid layout, excessive errors in file, or incorrect file format

Complete - errors (if applicable) and number of records loaded to database

[Site List](#) [Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#) [Trial version. Buy it now](#)

052 St. Tammany Parish

Beginning School Session Year: 2014

Delete all existing students? ☒ No ☐ Yes

Validate only? ☒ No ☐ Yes

File to upload: [Browse...](#)


[Upload My File Now](#) [View Upload Status](#) [View Errors](#) [View Input Data](#)

[Refresh](#)

History

| Load Begin | User ID | File Size | Records | Records Matching Database | Records Affected By Errors | Records Loaded | Status | Upload End |
|------------------------|----------|-----------|---------|---------------------------|----------------------------|----------------|-------------------|------------------------|
| 12/15/2014 11:39:39 AM | apptst17 | 8484 | 1 | | | | File not accepted | 12/15/2014 11:39:39 AM |
| 12/3/2014 1:31:16 PM | apptst17 | 3037 | 15 | 0 | 15 | 0 | Complete | 12/3/2014 1:31:16 PM |
| 12/3/2014 1:30:08 PM | apptst17 | 3037 | 15 | 0 | 0 | 15 | Complete | 12/3/2014 1:30:09 PM |

Viewing Upload Status


Student Transcript System
Close | Restart

[Site List](#)
[Inquiry](#)
[Update](#)
[Upload](#)
[Reports](#)
[STS Administration](#)
[Home](#)
[Help](#)

Beginning School Session

Delete all existing student

Validate only?

File to upload:

Certificate(s) upload:

Upload My File Now

Refresh

| Load Begin | Us |
|---------------------|-----|
| 1/6/2015 9:17:14 AM | app |
| 1/6/2015 9:06:48 AM | app |
| 1/6/2015 9:04:42 AM | app |
| 1/6/2015 8:49:28 AM | app |
| 1/6/2015 7:19:10 AM | app |
| 1/5/2015 5:23:37 PM | app |

1 2 3 4 5 6 7 8 9 10 ...

View Override

| Upload End |
|-----------------|
| 2015 9:17:15 AM |
| 2015 9:06:48 AM |
| 2015 9:04:43 AM |
| 2015 8:49:29 AM |
| 2015 7:19:13 AM |
| 2015 5:23:40 PM |


http://leads4tst.doe.louisiana.gov/ - ViewStatus - Windows Internet Explorer

Close

User: Test User17
Beginning Schl Sess Yr: 2014
Sponsor: St. Tammany Parish
Begin Date/Time 1/6/2015 9:17 AM
End Date/Time: 1/6/2015 9:17 AM
File Size (Bytes): 3038
Total Records: 15
Records Copied To Holding: 15
Records Compared To Database:
Records Matching Database: 0
Records Validated: 15
Records Affected By Errors: 15
Total Errors Found: 1
Records Loaded to Database: 0
Students Deleted from Database:
Status: Complete.

View Error Report

Errors must be corrected in order to ensure accurate data submissions. To view the errors in your submitted file, select the **Load Begin** date, then click **View Errors**.

 **Student Transcript System** Close | Restart

[Site List](#) [Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)

052 St. Tammany Parish

Beginning School Session Year:

Delete all existing students? ☒ No ☐ Yes

Validate only? ☒ No ☐ Yes

File to upload:

Certificate(s) upload:

History

| <u>Load Begin</u> | <u>User ID</u> | <u>File Size</u> | <u>Records</u> | <u>Records Matching Database</u> | <u>Records Affected By Errors</u> | <u>Records Loaded</u> | <u>Status</u> | <u>Upload End</u> |
|---------------------|----------------|------------------|----------------|----------------------------------|-----------------------------------|-----------------------|---------------|---------------------|
| 1/6/2015 9:17:14 AM | apptst17 | 3038 | 15 | 0 | 15 | 0 | Complete | 1/6/2015 9:17:15 AM |
| 1/6/2015 9:06:48 AM | apptst17 | 3038 | 15 | 0 | 15 | 0 | Complete | 1/6/2015 9:06:48 AM |
| 1/6/2015 9:04:42 AM | apptst17 | 3038 | 15 | 0 | 15 | 0 | Complete | 1/6/2015 9:04:43 AM |
| 1/6/2015 8:49:28 AM | apptst17 | 3038 | 15 | 0 | 0 | 15 | Complete | 1/6/2015 8:49:29 AM |
| 1/6/2015 7:19:10 AM | apptst17 | 18786 | 93 | 0 | 0 | 93 | Complete | 1/6/2015 7:19:13 AM |
| 1/5/2015 5:23:37 PM | apptst17 | 18786 | 93 | 0 | 0 | 93 | Complete | 1/5/2015 5:23:40 PM |

1 2 3 4 5 6 7 8 9 10 ...

Viewing Errors on Screen

Click the **Record Number** of the error to view the input record for the associated error. The underline represents the Field in Error. In addition, you can view, print, and export your error reports by selecting the Generate and Export buttons below.

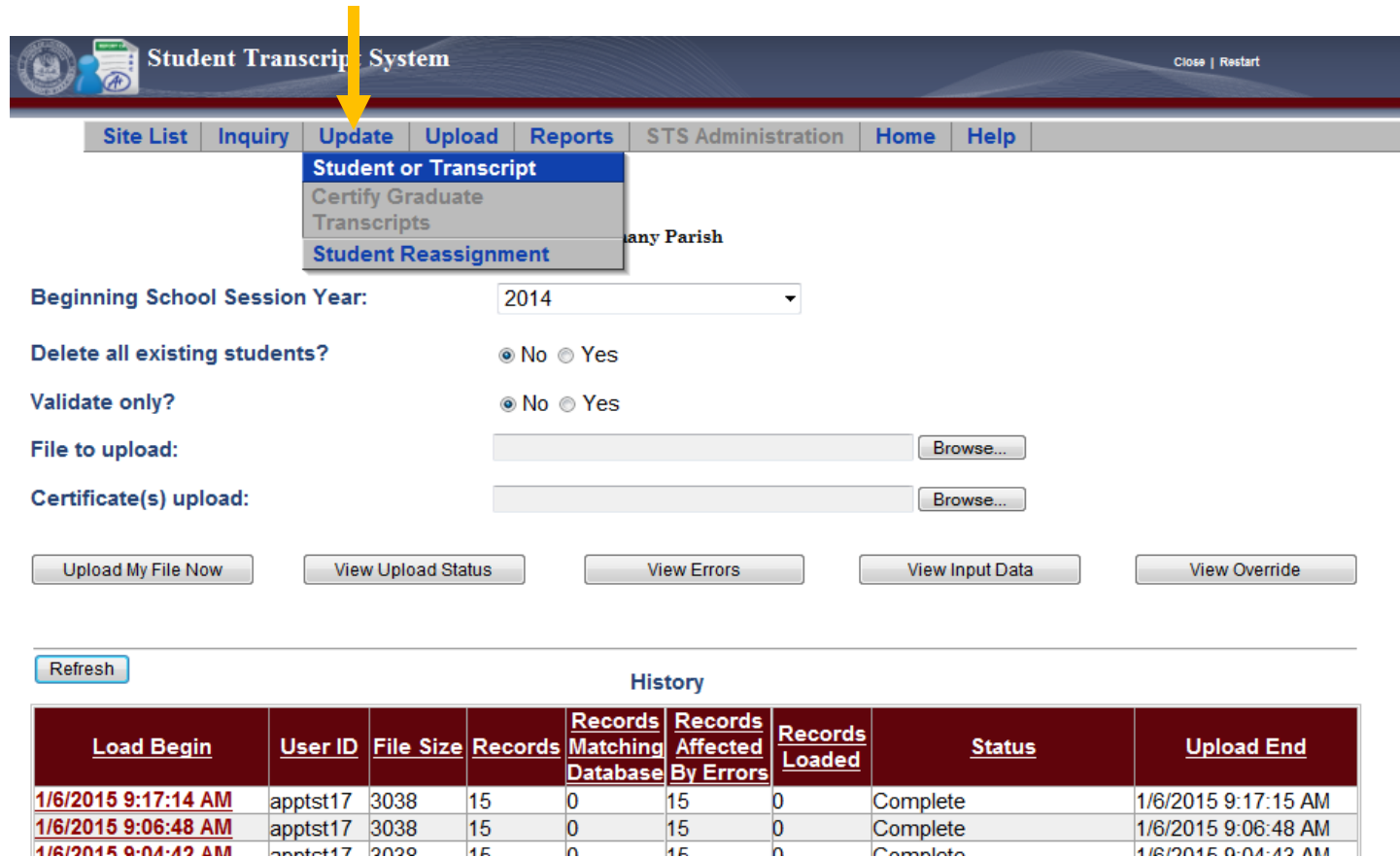
ST5030201201743591556320100404012S2B050050500 N050050017St. Martinville Senior High School Int.

| Record Number | Record Type | Site Code | Student ID | Field in Error | Data in Error | Error Message |
|---------------|-------------|-----------|------------|----------------------|---------------|------------------------------|
| <u>34</u> | 030 | 017001 | 435895513 | 051 Course Site Code | 017666 | 321 INVALID COURSE SITE CODE |

Generate Error Report Generate Error Report By Site ☐ Mask Student ID Numbers on Report Export Errors

Online Entry

For online entry, users should select **Update** then click **Student or Transcript**.



Student Transcript System

Close | Restart

Site List Inquiry **Update** Upload Reports STS Administration Home Help

Student or Transcript
Certify Graduate Transcripts
Student Reassignment

Beginning School Session Year: 2014

Delete all existing students? ☒ No ☐ Yes

Validate only? ☒ No ☐ Yes

File to upload: Browse...

Certificate(s) upload: Browse...

Upload My File Now View Upload Status View Errors View Input Data View Override


Refresh

History

| Load Begin | User ID | File Size | Records | Records Matching Database | Records Affected By Errors | Records Loaded | Status | Upload End |
|---------------------|----------|-----------|---------|---------------------------|----------------------------|----------------|----------|---------------------|
| 1/6/2015 9:17:14 AM | apptst17 | 3038 | 15 | 0 | 15 | 0 | Complete | 1/6/2015 9:17:15 AM |
| 1/6/2015 9:06:48 AM | apptst17 | 3038 | 15 | 0 | 15 | 0 | Complete | 1/6/2015 9:06:48 AM |
| 1/6/2015 9:04:42 AM | apptst17 | 3038 | 15 | 0 | 15 | 0 | Complete | 1/6/2015 9:04:42 AM |

Online Entry

Next, select the student from the list and edit the record manually.

**Student Transcript System**
*Student List (Update Mode)*Close | Restart

Site List | Inquiry | Update | Upload | Reports | STS Administration | Home | Help

Beginning School Session Year: 2014 ▾
Sponsor: 052 St. Tammany Parish
Site: 052052 Fontainebleau High School
Search: [ADD A NEW STUDENT](#)
Enter ID, Partial First or Last Name, or Grade, and press ENTER.

| Site ID ▾ | Name ▾ | Birth Date | Gender | Grade ▾ |
|-----------------------------|-----------------|------------|--------|---------|
| 052022345 | YELLOW E DAISEY | 03/14/1997 | M | 12 |
| 052087895 | AZALEA B GREEN | 02/04/1995 | M | 12 |
| 052011234 | PINK A IRIS | 09/14/1996 | F | 12 |
| 052055678 | LILLIE J ORANGE | 08/28/1997 | M | 11 |
| 052044567 | GREEN U PANSY | 02/16/1997 | F | 12 |
| 052066789 | PURPLE L POPPY | 11/10/1995 | F | 12 |
| 052033456 | RED W ROSE | 08/24/1995 | M | 12 |
| 999225555 | WILLIE D WONKA | 08/17/1998 | F | 12 |
| *** END OF STUDENT LIST *** | | | | |

Agenda

- Overview of STS Submission Options
- STS Enhancements
 - Parental Consent Flag
 - Grade T9
 - Diploma Pathways
 - Graduation Overrides
 - Jumpstart Credentials
 - Completing Submissions

LOSFA/BOR Consent Flag

- Per Act 837, a parental consent flag has been added to STS
- Designates which students have parental/guardian consent to share personally identifiable information with LOSFA and postsecondary institutions through BOR
- Only students with consent will be submitted to LOSFA and BOR for TOPS
- Consent flag can be updated via batch upload (position 147 on the student record) or using online entry (drop-down selection on the student record)

| Flag | Designation |
|-------------------|---|
| "Y" (Yes) | Parental/Guardian Consent on file for the current school year and should be locally reset for re-entry every school year on the first day of school |
| "N" (No) | No Parental/Guardian Consent for the current school year |
| Empty/Null values | Automatically be converted to "No" in the STS system |

Agenda

- Overview of STS Submission Options
- **STS Enhancements**
 - Parental Consent Flag
 - **Grade T9**
 - Diploma Pathways
 - Graduation Overrides
 - Jumpstart Credentials
 - Completing Submissions

Grade T9

- STS now accepts T9 as a valid grade entry
- T9 can be submitted via batch upload (position 103 on the student record) or online entry just as other grades
- Since T9 students will enter 9th grade next school year, ninth grade entry year should be submitted as one year in the future (i.e. a 2014-15 T9 student will have a ninth grade entry year of 2015)

Agenda

- Overview of STS Submission Options
- **STS Enhancements**
 - Parental Consent Flag
 - Grade T9
 - **Diploma Pathways**
 - Graduation Overrides
 - Jumpstart Credentials
 - Completing Submissions

Diploma Pathways

STS now requires the submission of diploma pathways for students. This can be submitted via batch upload (position 145 on the student record) or online entry (drop-down selection on the student record).

Core progress will be calculated only for the pathway submitted. To view other core progress reports, simply change the diploma pathway and refresh the screen.

| Diploma Pathway | Career Option Code |
|---|---|
| C4=Core 4 | Not Required |
| C5=Basic Core | Required (001-016) |
| C6=Core 4 with CTE | Required (A01-P06) |
| CA= Career/Jumpstart | Required (Statewide-S01-S20, Integrated-T01-T08, Regional- R-Region Name included in pathway) |
| TU = TOPS University (beginning grads of 2017-18) | Not Required |
| ND = Not Declared (prior to end of 10th grade) | Not Allowed (no core progress calculated) |

Agenda

- Overview of STS Submission Options
- STS Enhancements
 - Parental Consent Flag
 - Grade T9
 - Diploma Pathways
 - Graduation Overrides
 - Jumpstart Credentials
 - Completing Submissions

Graduation Overrides

- If students who do not meet graduation requirements are uploaded with graduation dates, overrides or data corrections will be required
- The records will be loaded to the database with the graduation dates removed
 - Any student whose graduation date has been removed will appear on the upload Error Report with the error message and field in error
 - A complete list of all students whose graduation date has been removed will be displayed in the Override Report
 - As students are corrected (or overrides are submitted), they will no longer be listed on the Override Report



Common Grad Date Removal Issues

There are many reasons a graduation date will be removed from the LEA's submission.

- Not enough credits to graduate
- GEE/EOC passed flag is blank
- Missing category requirements
- Jumpstart pathway without a Career/Tech endorsement and credential uploaded
- Career Option Code does not match Career Pathway
- Diploma Pathway not declared

Override Report

For a list of students whose graduation date was removed during upload (need overrides or corrections), click **Override Report**.

**Student Transcript System**Close | Restart

[Site List](#) [Inquiry](#) [Update](#) [Upload](#) [Reports](#) [STS Administration](#) [Home](#) [Help](#)

052 St. Tammany Parish

Beginning School Session Year:

2014

Delete all existing students?

☒ No ☐ Yes

Validate only?

☒ No ☐ Yes

File to upload:

Browse...

Certificate(s) upload:

Browse...

Upload My File Now

View Upload Status

View Errors

View Input Data

View Override

Refresh

History

| Load Begin | User ID | File Size | Records | Records Matching Database | Records Affected By Errors | Records Loaded | Status | Upload End |
|---------------------|----------|-----------|---------|---------------------------|----------------------------|----------------|----------|---------------------|
| 1/6/2015 9:17:14 AM | apptst17 | 3038 | 15 | 0 | 15 | 0 | Complete | 1/6/2015 9:17:15 AM |
| 1/6/2015 9:06:48 AM | apptst17 | 3038 | 15 | 0 | 15 | 0 | Complete | 1/6/2015 9:06:48 AM |
| 1/6/2015 9:04:42 AM | apptst17 | 3038 | 15 | 0 | 15 | 0 | Complete | 1/6/2015 9:04:43 AM |

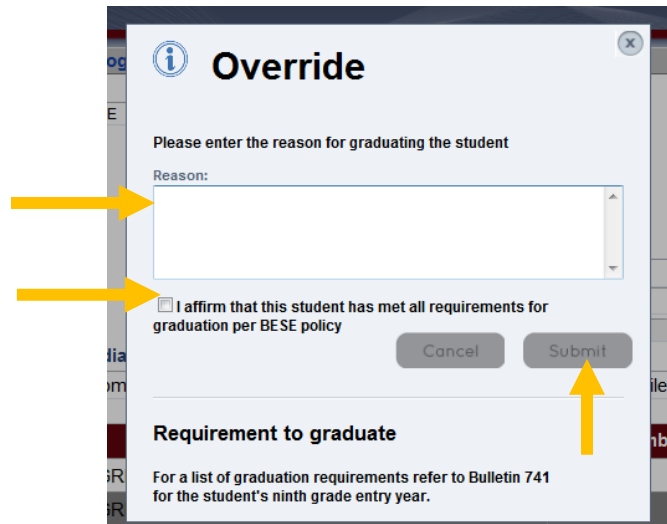
Correcting Graduation Issues

- If the graduation date was removed due to a data submission error, the student's record only needs to be updated with the missing requirement(s) and uploaded again (or corrected online)
 - Check the number of credits earned
 - Verify the Met GEE/EOC requirement and update the entry as needed
 - Ensure Jumpstart graduate has a credential uploaded to STS
 - Ensure Diploma Pathway is declared
 - Ensure the Career Option Code matches the Diploma Pathway
 - Check Core Progress for Category Requirements met
 - Check the STSQ8 (part numbers); STSQ04 (Core Progress); and STSQ11 (BOR Data)

Graduation Overrides

If after verifying and updating the student records, the graduation requirements are still not met, an **Override** is required. Users must follow the online update process to correct.

- First, add a graduation date using online update and click the submit button
- An **Override** popup will be displayed on screen




The screenshot shows a modal window titled "Override" with an information icon (i) and a close button (x). The main text inside the modal says "Please enter the reason for graduating the student". Below this is a text input field labeled "Reason:". A yellow arrow points to this field. Below the text field is a checkbox with the text "I affirm that this student has met all requirements for graduation per BESE policy". A yellow arrow points to this checkbox. To the right of the checkbox are two buttons: "Cancel" and "Submit". A yellow arrow points to the "Submit" button. At the bottom of the modal, there is a section titled "Requirement to graduate" with the text "For a list of graduation requirements refer to Bulletin 741 for the student's ninth grade entry year."

- Type in a reason for adding the graduation date to the record submit
- While overrides are uncommon, reasons may include waiver received for entire AOC, student is Act 833 eligible, LAA1 Awarded Diploma, etc.

Record Updated

The graduation date will remain on the student record, and the reason will be saved inside the STS database along with the User ID and time.

**Student Transcript System**
*Transcript List (Update Mode)*Close | Restart

Site List | Student List | **Transcript List** | Core Progress | APC Courses | Home | Help | Trial version. [Buy it now](#)

1/6/2015 9:58 AM

First Middle Last Suffix

BSSY: 2014
Sponsor: 052 St. Tammany Parish
Site: 052052 Fontainebleau High School
State ID #: 999225555
Birth Date:
Parental Consent:
Gender:

Local ID #:
Grad Date:
Acad. Endor.:
C/T Endor.:

Ethnicity: Hispanic: ☒ Y ☐ N ☐ **Race:** Am Indian ☐ Asian ☐ Black ☒ Pac Islander ☐ White ☐
Diploma Path: **Career Option:**
RECORD UPDATED

Last Update: 1/6/2015
Grade:
Grade 9 Entry BSSY:
Anticipated Grad BSSY: 2014
Met GEEIEOC?
Local Rank: of
Local GPA:
Overall GPA: N/A

Agenda

- Overview of STS Submission Options
- STS Enhancements
 - Parental Consent Flag
 - Grade T9
 - Diploma Pathways
 - Graduation Overrides
 - **Jumpstart Credentials**
 - Completing Submissions

Updating the Jumpstart Credential

For TOPS Tech JumpStart Career Diploma students, at least one C/T Endorsement (Credential) is required for graduation. While the endorsement code may be submitted via batch upload, the credential must be uploaded to STS using online entry.


Student Transcript System
Transcript List (Update Mode) Close | Restart

[Site List](#) [Student List](#) [Transcript List](#) [Core Progress](#) [APC Courses](#) [Home](#) [Help](#)

1/6/2015 1:38 PM

First: Middle: Last: Suffix:

BSSY: 2014
Sponsor: 017 East Baton Rouge Parish
Site: 017063 Northdale Alternative Magnet Academy
State ID #: 052022345
Birth Date:
Parental Consent:
Gender:

Local ID #:
Grad Date:
Acad. Endor.:
C/T Endor.: 

Ethnicity: Hispanic: ☒ Y ☐ N ☐ Race: Am Indian ☐ Asian ☐ Black ☐ Pac Islander ☐ White ☐
Diploma Path: Career Option:

Last Update: 1/6/2015
Grade:
Grade 9 Entry BSSY:
Anticipated Grad BSSY: 2014
Met GEEIEOC?
Local Rank: of
Local GPA:
Overall GPA: N/A

CERTIFICATE UPLOADED SUCCESSFULLY.

| Course BSSY | Course Code | Course Name | Part Number | Letter Grade | Local Code |
|-------------|------------------------|---|-------------|--------------|------------|
| 2010 | 120331 | ENGLISH I | | A | |
| 2010 | 160321 | ALGEBRA I | | P | |
| 2011 | 061101 | COMPUTER TECHNOLOGY/LITERACY | | C | 029201 |
| 2011 | 120332 | ENGLISH II | | C | 012103 |
| 2011 | 122501 | SPANISH I | | C | 055502 |
| 2011 | 150802 | PHYSICAL SCIENCE | | C | 031501 |
| 2011 | 160323 | GEOMETRY | | C | 022201 |
| 2011 | 190101 | HEALTH AND PHYS. ED. I - FOR NONPUBLIC SCHOOLS ONLY | | A | 081501 |

JumpStart Diploma Endorsements

The Career/Tech Endorsement Codes now include:

- **J1** – Basic Credential
- **J2** – Regional Credential
- **J3** –Advanced Credential

Leave blank if not applicable, however this is a required field for graduation under the TOPS Tech Career Diploma (CA).

Uploading Jumpstart Credential

To upload a credential, click **Browse** to locate the certificate. Next Open, **Upload** and submit the certificate. The certificate must be saved as an Adobe PDF. If more than one certificate is earned, please save all to one document before uploading.

Student Transcript System
Transcript List (Update Mode) Close | Restart

[Site List](#) [Student List](#) [Transcript List](#) [Core Progress](#) [APC Courses](#) [Home](#) [Help](#)

1/6/2015 1:38 PM

First: Middle: Last: Suffix:

BSSY: 2014
Sponsor: 017 East Baton Rouge Parish
Site: 017063 Northdale Alternative Magnet Academy
State ID #: 052022345
Birth Date:
Parental Consent: Yes
Gender: MALE

Local ID #:
Grad Date:
Acad. Endor.:
C/T Endor.:

Ethnicity: Hispanic: Y ☐ N ☒ Race: Am Indian ☐ Asian ☒ Black ☐ Pac Islander ☐ White ☐
Diploma Path: TOPS Tech Jump Start Career Diploma Career Option: S16 PIPEFITTER

Last Update: 1/6/2015
Grade: 12
Grade 9 Entry BSSY: 2010
Anticipated Grad BSSY: 2014
Met GEEIEOC? Y
Local Rank: of
Local GPA:
Overall GPA: N/A

RECORD UPDATED

| Course BSSY | Course Code | Course Name | Part Number | Letter Grade | Local Code |
|-------------|------------------------|-------------|-------------|--------------|------------|
| 2010 | 120331 | ENGLISH I | | A | |
| 2010 | 160321 | ALGEBRA I | | P | |

Viewing the Jumpstart Credential

Click the **PDF icon** to open the certificate.

[Site List](#) [Student List](#) [Transcript List](#) [Core Progress](#) [APC Courses](#) [Home](#) [Help](#)

1/6/2015 1:38 PM

First Middle Last Suffix

BSSY: 2014
Sponsor: 017 East Baton Rouge Parish
Site: 017063 Northdale Alternative Magnet Academy
State ID #: 052022345
Birth Date:
Parental Consent: Yes
Gender: MALE

Local ID #:
Grad Date:
Acad. Endor.:
C/T Endor.:

Ethnicity: Hispanic: ☒ Y ☐ N ☐ **Race:** Am Indian ☐ Asian ☒ Black ☐ Pac Islander ☐ White ☐
Diploma Path: TOPS Tech Jump Start Career Diploma **Career Option:** S16 PIPEFITTER

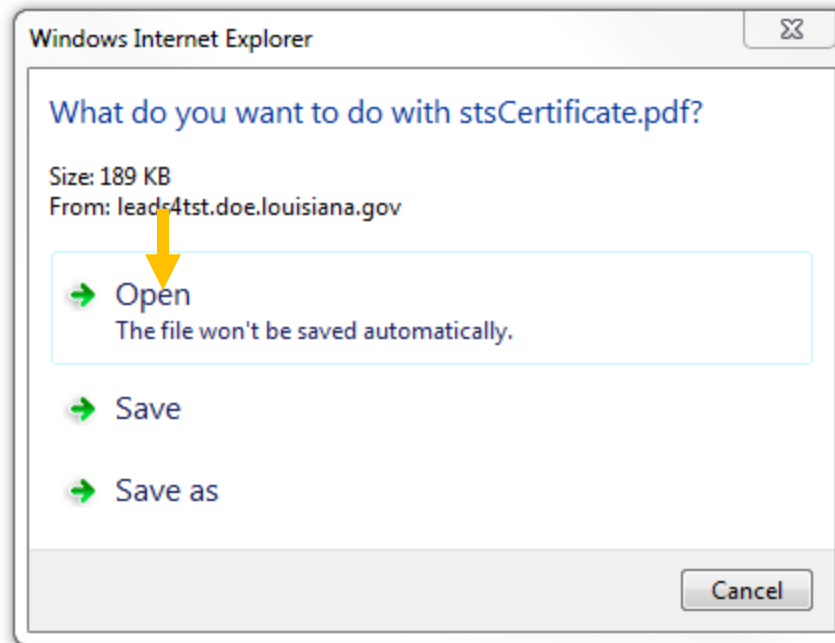
Last Update: 1/6/2015
Grade: 12
Grade 9 Entry BSSY: 2010
Anticipated Grad BSSY: 2014
Met GEEIEOC? Y
Local Rank: of
Local GPA:
Overall GPA: N/A

RECORD UPDATED

| Course BSSY | Course Code | Course Name | Part Number | Letter Grade | Local Code |
|-------------|------------------------|------------------------------|-------------|--------------|------------|
| 2010 | 120331 | ENGLISH I | | A | |
| 2010 | 160321 | ALGEBRA I | | P | |
| 2011 | 061101 | COMPUTER TECHNOLOGY/LITERACY | | C | 029201 |
| 2011 | 120332 | ENGLISH II | | C | 012103 |
| 2011 | 122501 | SPANISH I | | C | 055502 |
| 2011 | 150802 | PHYSICAL SCIENCE | | C | 031501 |

Viewing the Jumpstart Credential

Click **Open** to view the certificate.



Viewing the Jumpstart Credential

The uploaded document will be displayed for review.



Agenda


- Overview of STS Submission Options
- STS Enhancements
 - Parental Consent Flag
 - Grade T9
 - Diploma Pathways
 - Graduation Overrides
 - Jumpstart Credentials
 - Completing Submissions

Review New Error Codes

| Error Code | Error Reason | Description |
|------------|---|---|
| '224' | Diploma Path Code Required | Diploma Pathway Code Required for Student |
| '225' | Invalid Endorsement for Jumpstart | Regional, Basic or Advanced Career Technical Endorsement required for Tech JumpStart Career Diploma |
| '226' | Invalid 9 th Grade Entry Year for T9 | Ninth Grade Entry Year less than Beginning School Session Year – not allowed for grade T9 |
| '227' | Invalid Local Identification Number | Number is missing or null |
| '228' | Graduate Must Declare a Diploma Pathway | Diploma Pathway Code Required for Students with Graduation Dates |
| '229' | Invalid Career Option Code for Diploma Pathway | Career Option Code was Sent for an Invalid Diploma Pathway |

Certify the Site

After correcting errors, uploading credentials, and validating all transcript data, users must certify their site before records are finalized.

**Student Transcript System**
Student List (Inquiry Mode)Close | Restart

[Site List](#) | [Inquiry](#) | [Update](#) | [Upload](#) | [Reports](#) | [STS Administration](#) | [Home](#) | [Help](#)

[Student or Transcript](#)
[Certify Graduate Transcripts](#)
[Student Reassignment](#)

Enrollment Year: 2014
Sponsor: 017
Site: 017063
Search:

East Baton Rouge Parish
Northdale Alternative Magnet Academy
Enter ID, Partial First or Last Name, or Grade, and press ENTER.

| State ID | Name | Birth Date | Gender | Grade |
|-----------------------------|-----------------|------------|--------|-------|
| 052022345 | YELLOW E DAISEY | 03/14/1997 | M | 12 |
| 052087895 | AZALEA B GREEN | 02/04/1995 | M | 12 |
| 052011234 | PINK A IRIS | 09/14/1996 | F | 12 |
| 052055678 | LILLIE J ORANGE | 08/28/1997 | M | 11 |
| 052044567 | GREEN U PANSY | 02/16/1997 | F | 12 |
| 052033456 | RED W ROSE | 08/24/1995 | M | 12 |
| 999225555 | WILLIE D WONKA | 08/17/1998 | F | 12 |
| *** END OF STUDENT LIST *** | | | | |

Contact Information

For more information or support, contact
Jacqueline.Edwards@la.gov.